



City of Rochester
Civil Service

Exam Announcement

Municipal Civil Service Commission, Room 103A City Hall, Rochester, New York 14614
The City of Rochester is an Equal Opportunity Employer
Candidates must record Examination number and Title on the Application

Job Title	: PROPERTY CLERK	NON-REFUNDABLE \$15.00
Exam No.	: OC-63031	APPLICATION FEE <u>MUST</u> BE PAID
Salary Range	: \$32,692 - \$41,273	BY 5:00 PM ON SEPTEMBER 22, 2015

There is no residency requirement for participation in examinations. For all new hires to the City of Rochester, residency in the City of Rochester at the time of appointment for part time, or within one year from appointment for full time, is a requirement per the Residency Requirement Administrative Policy, except for positions specifically exempt under State law or cooperatively governed with Monroe County. Continuous residency is required throughout employment. Copies of the City Residency Requirement Policy are available in the Department of Human Resource Management, 30 Church Street, Rm 103A, Rochester, NY 14614, (585) 428-7115, HR@cityofrochester.gov.

MINIMUM QUALIFICATIONS: High School diploma** or Equivalent**; plus I and II below:

- I. Two (2) years of clerical experience involving substantial maintenance of records, or experience such as stock clerk or inventory clerk;
AND
- II. Six (6) months experience in a public contact position dealing with a variety of people.

- NOTE:**
- 1. Experience described in I and II may be acquired separately or concurrently.
 - 2. Where education is lacking, experience described in I may be substituted on a year for year basis.
 - 3. Education beyond the high school level may not be substituted for the experience requirement in I or II.

**Candidates who expect to receive this degree or diploma by August 1, 2016, may participate in the examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the City of Rochester Examination Administration unit. Proof must be submitted no later than 2 (two) months after the completion of your degree or diploma; failure to do so will result in removal of your name from this list.

SPECIAL REQUIREMENT:
Candidates must have a satisfactory police record and background check. New hires will also need to participate in, and pass, a drug test. Must be available to work shifts as assigned and required overtime.

DESCRIPTION OF DUTIES: This is responsible, moderately difficult clerical work involving the operation of the Police Property Management Unit and the Auto Pound facility. Employees of this class are responsible for the receipt, storage and disposition of recovered or impounded property, including firearms, narcotics and valuables. The position entails a considerable amount of public and police contact requiring tact and courtesy. Employees may be required to work nights on a rotating work schedule and to perform light manual labor. Employees are required to lift heavy objects such as televisions and microwave ovens. Work is performed under general supervision in accordance with established policies and procedures. Performs related work as required.

TYPICAL WORK ACTIVITIES:
Receives money, valuables and other articles seized as evidence or removed from prisoners, or lost or stolen property recovered by police;
Prepares typewritten records of articles and valuables received and files them in a cross index file;
Attaches a consecutive number tag to all articles and stores them in property bins;
Places all valuables, narcotics and firearms in a safe or in specially designated areas;
Notifies owners by mail of property being held and releases property according to established procedures;
Receives custody of evidence to be used in court and is responsible for safekeeping;
Maintains records of property, evidence, and auction bids;
Moves and arranges unclaimed property, such as bicycles, in preparation for public auctions and participates in property auctions;
Assists in taking yearly inventory of property in storage areas;
Inputs and retrieves various types of information on CRT using codes and reference materials;
Testifies in court cases;
Sweeps and maintains storage areas.

(CONTINUED ON BACK)

Application Deadline:	SEPTEMBER 22, 2015	
Application must be received or post marked by the application deadline date otherwise this application will be rejected.		
Examination Date:	OCTOBER 17, 2015	Issue Date: AUGUST 27, 2015

SCOPE OF EXAMINATION: This exam is designed to evaluate knowledge, skills, and/or abilities in the following areas:

- 1. Clerical operations with letters and numbers** - These questions test for skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
- 2. Coding/decoding information** - These questions test for the ability to follow a set of coding rules. Some questions will require you to code information by converting certain information into letters or numbers. Other questions will require you to decode information by determining if the information that has already been converted into letters or numbers is correct. Complete directions will be provided; no previous knowledge of or training in any coding system is required.
- 3. Name and number checking** - These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
- 4. Office record keeping** - These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**
- 5. Understanding and interpreting written material** - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

Use of calculators is ALLOWED for this exam. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, or any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <http://www.cs.ny.gov/testing/localtestguides.cfm>

WEIGHT: The written test will contribute 100% to the final score.

RATING: This examination will be rated in accordance with Section 23.2 of the Civil Service Law. The provision of the NYS Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two (2) weeks before the test date to make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. To notify the City of Rochester that you will be taking more than one exam on the same day, please submit a Cross-Filer form. To access the City of Rochester’s Cross-Filer form and other employment forms, please copy the following into your browser: <http://www.cityofrochester.gov/article.aspx?id=8589935785>

GENERAL INFORMATION:

Applications: Applications may be obtained from room 103A City Hall, 30 Church St., Rochester, NY 14614-1280 or from our website www.cityofrochester.gov. A separate application must be completed for each separately numbered examination. Applications must be received by the close of business or postmarked by the Application Deadline date. Late applications will be rejected. Applications must be complete and accurate.

Application Fee: An Examination Application Fee is charged for the City of Rochester to process a candidate’s examination application. It is not a fee for the examination itself. Exam applications will NOT be reviewed until exam fee is paid. Late fees will NOT be accepted. Payment Due Date is the same as Application Deadline Date for applications. ***There will be no exceptions to this requirement.*** There will be no refund of fees if a candidate does not qualify for an exam or if a candidate fails to appear for the examination.

Eligible Lists: Eligible lists contain the names of applicants who have received a passing score on the examination. Lists will be established in rank order, with the highest score being #1. In the case of tied scores, all persons at that score are considered equal. Candidates must be one of the top three candidates to be reachable for appointment. Promotional eligible lists are limited to present employees of the City and take precedence over open-competitive lists. All eligible lists are established for at least one year and may be extended for up to four years.

Change of Address: You are required to notify Civil Service of any address changes. Failure to do so may result in your removal from an eligible list.

Admission to the Exam: If you have not received notification of acceptance or rejection for this exam by the Wednesday before the exam date, please notify this office at 585-428-7454.

Residency Requirements: There is no residency requirement for participation in examinations. Preference in hiring may be given to City of Rochester residents on open-competitive lists pursuant to Section 23 of the Civil Service Law.

Military Candidates: Any candidate on active military duty in the United States Army, Navy, Marine Corps, Air Force or Coast Guard may be eligible for alternative testing dates if necessary. This applies to the State Militia and National Guard if under Federal Control. If alternate testing is by a DD214 or other official military document that substantiates the applicant’s active military service at the time of the examination. Alternative testing accommodations will not be honored if requests are made more than 60 days after release from service.

Effective 1/1/98, the State Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

Veterans: To apply for your Veterans’ or Disabled Veterans’ Credits you must submit an application which can be found at City Hall, 30 Church St., Rm. 103A or on-line at www.cityofrochester.gov, click on Jobs and then the Employment Forms link. Your Veterans’ Credits application can be submitted with your exam application, but MUST be submitted PRIOR to the establishment of the eligible list. Veterans’ Credits CANNOT be added to your score after the eligible list has been established. Veterans’ Credits can only be added to a passing score. You may waive using your Veterans’ Credits any time prior to appointment. You may use your Veterans’ Credits for hire only once in your lifetime.

Additional Exam Credits: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Alternate Testing Arrangements: If alternate or special arrangements for testing are required, please indicate that on your application and attach appropriate documentation. A copy of the City of Rochester’s Alternate Test Policy is available in Room 103A, City Hall, or from our website. Deadline for requests is two (2) business days after exam.

Preferred List Applicants: Any employee whose name appears on a preferred list, and who submits an application by the deadline, may participate in a promotion examination, if qualified at time of layoff.